Tennessee Statewide Independent Living Council (SILC)

Quarterly Council Meeting – Official Minutes

Date: November 14, 2025

Time: Meeting called to order at 9:05 a.m. (CT)

Adjournment: 10:52 a.m. (CT)

Location: Virtual (Recorded)

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1. Call to Order

The meeting was called to order at 9:05 a.m. by Edward Mitchell, MBA, Executive Director.

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2. Roll Call / Establishment of Quorum

Council Members Present

- **Dr. Tiffany Glover (Chair)**
- **Edward Mitchell, MBA (Executive Director)**
- **Charles Valdez**
- **Carrie Carlson**
- **Jennifer M. Wright**
- **Amelia Roan**

Additional Attendees

- **Beth James, Executive Director**
- **Mark (Center Director)**
- **Denise**
- **Christina Clift**
- **Denise Wardle**
- **Cassandra Farmer**
- **Additional attendees present via Zoom**

Excused / Late

- **Dr. Eliza Jones (client conflict; joining late)**
- **Lee Shelby (travel, illness; listening only)**

A quorum was confirmed.

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3. Agenda Adjustments

Due to travel constraints, the agenda was amended to allow the Executive Director Report to occur earlier in the meeting. The amended agenda was accepted without objection.

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4. Executive Director Report – Beth James

Beth James provided a comprehensive program and performance update, highlighting:

- **502 consumers served**
- **2,200+ individual services provided**
- **692 consumer goals met**
- **185 durable medical equipment items loaned**
- **49 ramps constructed**
- **209 hours of emergency preparedness activities**

Upcoming Events

- **Holiday Safety Open House**
  - **November 20, 3:00–6:00 p.m.**
  - **18 participating vendors**
  - **Fire, police, health screenings, food safety**
  - **All attendees receive go-bags and first aid kits**
- **Family Holiday Breakfast**
  - **December 6 (morning)**
  - **Deaf Santa with ASL interpretation**
- **Glad Tidings Holiday Mart**
  - **December 6 (afternoon)**

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5. Federal Funding & Appropriations Update

Presenter: Jessica Podesva, Attorney (Nickel)

Key points included:

- **Recent 43-day federal government shutdown**
- **Part C funds released prior to shutdown; uninterrupted**
- **Part B funds delayed due to lack of appropriations**
- **Continuing Resolution (CR) funds Part B through January**
- **SNAP and WIC fully funded for the fiscal year under minibus legislation**
- **No current timeline for Part B Notices of Award; update expected from ACL**

Discussion

- **Tennessee utilized carryover funds to manage shutdown impact**
- **No additional Part B flexibility available at the state level**

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6. Presentation – Tennessee Disability Coalition

Presenter: Carrie Carlson, Director of Community Engagement

Overview of TDC's mission and programs, including:

- **Public policy and legislative advocacy**
- **Southeast ADA Center affiliation**
- **BrainLinks (TBI & concussion education)**
- **WorkABLE Tennessee**
- **Family Voices of Tennessee**
- **Voting access initiatives (Rev Up Tennessee)**
- **Disability Day on the Hill (February 24)**
- **Disability Advocacy Day (March 11)**

Discussion

- **Shelby County accessible voting initiatives**
- **Collaboration opportunities with election commissions**
- **Existing voting accessibility resources and partnerships**

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7. Approval of Previous Meeting Minutes

- **Motion: Carrie Carlson**
- **Second: Charles Valdez**
- **Vote: Unanimous**
- **Result: Minutes approved**

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8. Financial Report & Budget Review

Presented by: Dr. Tiffany Glover & Edward Mitchell, MBA

Fiscal Year Summary

- **State Grant Revenue: $200,354.43**
- **Total Revenue: $201,320.46**
- **Total Expenses: $184,294.01**
- **Carryover Balance: $15,705.99**

Key Factors

- **Delayed staff start date**
- **Health insurance/HSA timing**
- **Federal shutdown contingency planning**

Budget Approval (FY 2025–2026)

- **Proposed Budget: $202,697.78**
- **Includes contingency planning and center supply allocations from NOA Adjustment**
- **Motion to Approve: Carrie Carlson**
- **Second: Charles Valdez**
- **Vote: Unanimous**
- **Result: Budget approved**

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9. Executive Director Report – Edward Mitchell, MBA

Highlights included:

- **Annual Secretary of State report filed and approved (Oct. 2)**
- **Compliance training completed**
- **PPR early submission requested (Dec. 5 internal)**
- **Office relocation within the same building**
- **Participation in:**
  - **M-Enabling Summit**
  - **APRIL Conference**
  - **Coyote Crisis Collaborative**
- **Emergency preparedness leadership and national collaboration**
- **Autism Society joint sign-on letter**

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10. Individual Training Plans

Council members were reminded to complete Individual Training Plans to support ACL reporting and committee assignments.

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11. RSA (Rehabilitation Services Administration) Update

Overview of staffing reductions, risks and oversight, and potential impacts on employment and independent living services.

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12. End-of-Year SPIL Performance Review

Combined statewide results showed exceeded performance targets, including:

- **Community outreach hours**
- **Emergency preparedness education**
- **Institutional diversion services**
- **Staff training and consumer satisfaction**

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13. Center Director Reports

Disability Connection Mid-South

- **Transit equity advocacy**
- **IEP workshops**
- **Access Awards**
- **Court access advocacy**
- **APRIL leadership involvement**

Disability Resource Center (Knoxville)

- **Youth Empowerment Supports (YES Group)**
- **Art workshops**
- **Emergency preparedness trainings**
- **ADA celebration (35th anniversary)**
- **Police academy disability training**

Empower Tennessee

- **Emergency preparedness trainings**
- **Mental health first aid**
- **Blue Path accessibility surveys**
- **Peer support groups**
- **Access Music City events**

TARP

- **762 consumers served**
- **Nearly 1,000 goals completed**
- **Focus on homelessness, food insecurity, and mental health**
- **Community partnerships expanded**

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14. Membership & VR Leadership Updates

Presenter: Cindy Miles

- **Pending reappointments: Lee Brown; Secretary vacancy**
- **VR leadership transition announced**
- **Amy Howe appointed VR Director**
- **Services for the Blind restructuring in progress**

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15. Adjournment

- **Motion to Adjourn: Carrie Carlson**
- **Second: Charles Valdez**
- **Vote: Unanimous**

Meeting adjourned at 10:52 a.m. (CT).

If you'd like, I can also:

- **Convert these minutes into a formal Word or PDF format**
- **Create a condensed "approval version"**
- **Prepare action items & follow-up tracking**
- **Align formatting with Robert's Rules or ACL audit standards**

Just tell me what you need next.